Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050067-9

Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS&T/OSA-61-2

1. TITLE OF REPORT (If a fill-in report include Form No.)

Quarterly Program Progress Report

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-MADE LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [X] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] OTHER (Specify) [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 13

5. FREQUENCY (weekly, monthly, quarterly, etc.): Quarterly

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): Narrative

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Verbal from DDS&T

10. PREPARING COMPONENT (Include lowest level contributing information to report)

Division level under D/O/OSA

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

five total; nomenclature same as #1.

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Lt. Col.	9.00		65		585.00		4		$2,340.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $2,340.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is an input to DDS&T's quarterly program progress report to NRO. Date it was originally requested is not known.

14. FUTURE GOALS

APPROVAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

15. DATE OF INVENTORY: 12 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: C/SAS/O/OSA

18. EXTENSION

STAT

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